OPI Application Password Reset Instructions

1. Navigate to the Log In page of the OPI application you are trying to access.
2. Click on the **"Forgot Password?"** link in the blue below.
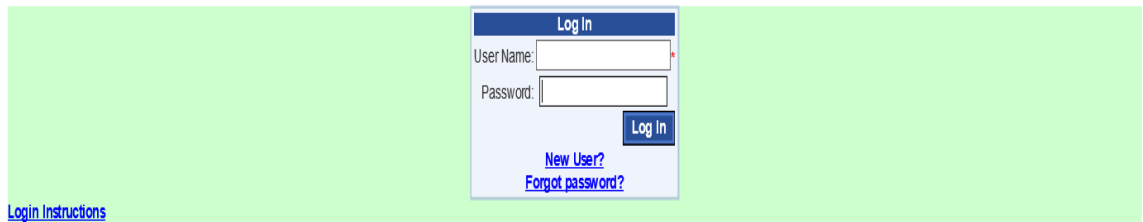
3. Enter your User Name and the Email address associated with your account in the **User Name** and **Email** fields, then click on the **"Submit"** button.
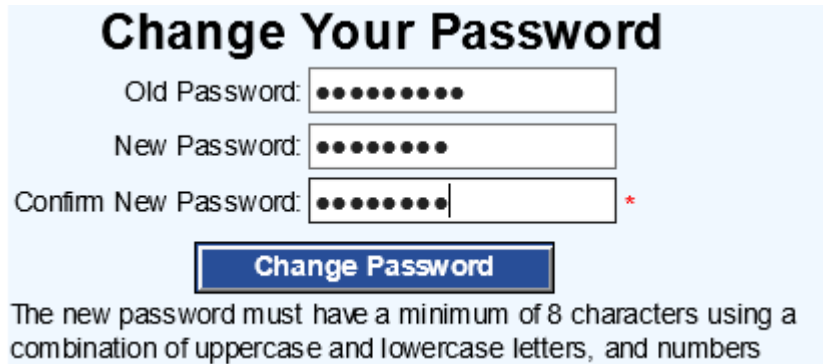

4. You will receive an email titled **"Your new OPI Login Information"** which will have a temporary password and instructions for using this password to login.
5. Follow the instructions in the email to log in to the desired OPI application.
6. Once you have successfully logged in, click on the **"Administration"** button located on the top menu bar and choose **"Change Password"**.

7. In the Old Password field, enter the temporary password from the password reset email. In the New Password and Confirm New Password fields, enter the password you would like to use. Click on the **"Change Password"** button.
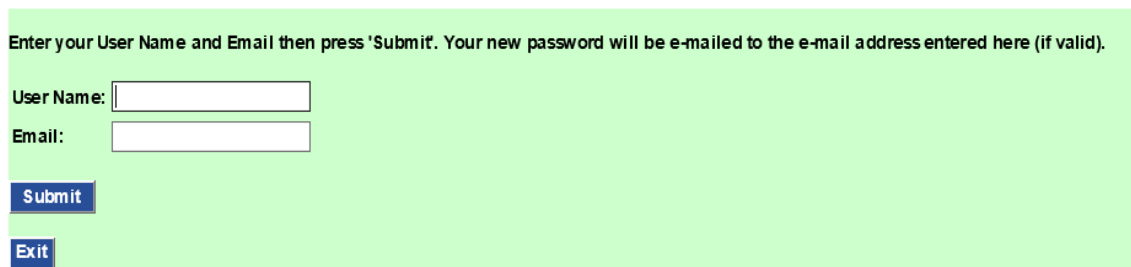

8.

9. Click on the **"Continue"** button.

10. Your account password is now reset. Please keep track of the new password you selected for future logins to OPI applications.

OPI New User Instructions

1. Navigate to the Log In page of the OPI application you are trying to access.
2. Click on the **"New User?"** link in the blue below.

3. Enter your User Name that was emailed to you and the Email address associated with your account in the **User Name** and **Email** fields, then click on the **"Submit"** button.

4. You will receive an email titled **"Your new OPI Login Information"** which will have a temporary password and instructions for using this password to login.
5. Follow the instructions in the email to log in to the desired OPI application.
6. Once you have successfully logged in, click on the **"Administration"** button located on the top menu bar and choose **"Change Password"**.
7. In the Old Password field, enter the temporary password from the password reset email. In the New Password and Confirm New Password fields, enter the password you would like to use. Click on the **"Change Password"** button.

Change Your Password

Old Password: ●●●●●●●●●

New Password: ●●●●●●●●

Confirm New Password: ●●●●●●●● *

Change Password

The new password must have a minimum of 8 characters using a combination of uppercase and lowercase letters, and numbers

8.

9. Click on the **"Continue"** button.

10.   Your account password is now reset. Please keep track of the new password you selected for future logins to OPI applications.